DEPARTMENT OF DEFENSE

cpms

Civilian Personnel Management Service

Appropriated and Nonappropriated Fund Personnel Update

DoD MWR Offsite

PRESENTED BY:

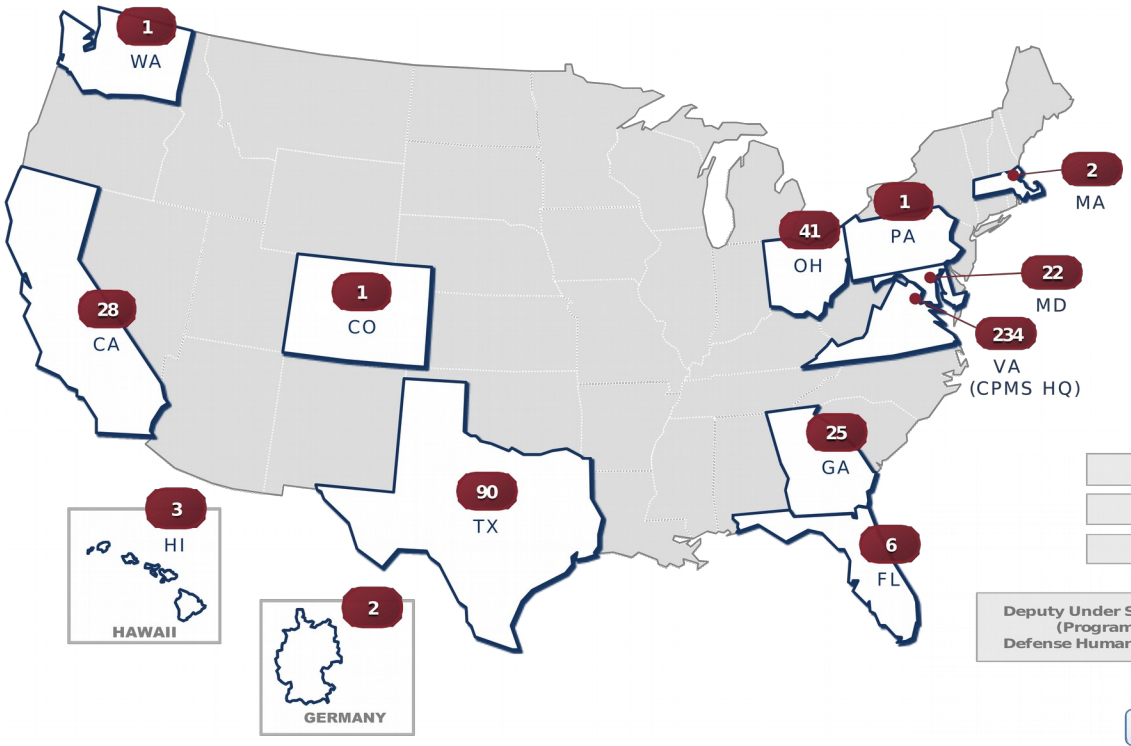
Ms. Sharon Stewart
Acting Director

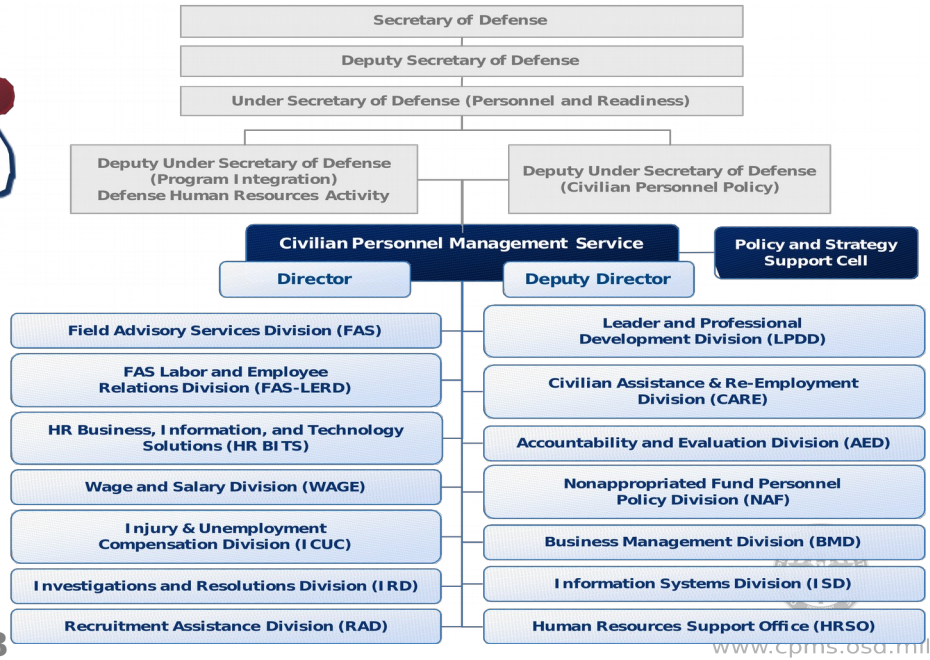
March 15, 2010

Briefing Content

- CPMS Overview, Mission, Vision and Values
- Appropriated Fund (APF) Major Initiatives
- Nonappropriated Fund (NAF) Personnel Policy Frame of Reference
- NAF Major Initiatives
- Joint Basing NAF and APF Personnel Guidance and Issues

CPMS Overview




Secretary of Defense
Deputy Secretary of Defense
Under Secretary of Defense (Personnel and Readiness)
Deputy Under Secretary of Defense (Program Integration) Defense Human Resources Activity
Deputy Under Secretary of Defense (Civilian Personnel Policy)
Civilian Personnel Management Service
Policy and Strategy Support Cell
Director
Deputy Director
Field Advisory Services Division (FAS)
FAS Labor and Employee Relations Division (FAS-LERD)
HR Business, Information, and Technology Solutions (HR BITS)
Wage and Salary Division (WAGE)
Injury & Unemployment Compensation Division (ICUC)
Investigations and Resolutions Division (IRD)
Recruitment Assistance Division (RAD)
Leader and Professional Development Division (LPDD)
Civilian Assistance & Re-Employment Division (CARE)
Accountability and Evaluation Division (AED)
Nonappropriated Fund Personnel Policy Division (NAF)
Business Management Division (BMD)
Information Systems Division (ISD)
Human Resources Support Office (HRSO)

cpms
Knowledge. Solutions. Service.

CPMS Mission, Vision, Values

OUR VALUES

MISSION

VISION

DEPARTMENT OF DEFENSE

cpms

Civilian Personnel Management Service

Excellence *in* Service
Commitment *to* Duty
Innovation, Creativity *and* Resourcefulness
Cooperation *and* Respect
Continuous Learning
Impeccable Integrity

We develop and implement innovative human resource management solutions that enable our customers—leaders, managers, and employees throughout the Department of Defense—to ensure the DoD civilian workforce is ready and able to effectively support the Warfighter and the national security mission.

CPMS is recognized as the authoritative source for DoD civilian human resources management information, thought leader, and collaborative innovator; delivering creative, comprehensive human resources services, solutions, and knowledge management.

CPMS is viewed as a civilian human resources "center of excellence" within the Federal Government.

Major Appropriated Fund Initiatives

- Civilian Expeditionary Workforce
- Veteran's Hiring Initiative (E.O. 13518)
- NSPS Transition
- OPM Mandated Initiatives (Hiring Reform, Employee Engagement, and Wellness)
- Implementation of Labor Partnership Strategies (Executive Order 13522)

Civilian Expeditionary Workforce (CEW)

- New policy (DoDD) 1404.10 published on January 23, 2009
- CEW is a subset of the DoD workforce:
  - Pre-identified positions and employee capabilities that are organized, trained, and equipped for rapid response and quick assimilation
  - Support DoD operations: contingencies, emergencies, humanitarian missions, S&R operations and combat operation missions
- SecDef or his designee has the authority to use CEW positions to meet validated DoD mission requirements

Civilian Expeditionary Workforce (CEW), cont

- Designated subset of employees to respond within 90 days of notification
  - EE – Emergency Essential – a position-based designation to support combat operations or combat-essential systems in a combat zone (10 U.S.C. 1580). Deployability required as condition of employment
  - NCE – Non Combat Essential – a position-based designation to support non combat missions. Deployability required as a condition of employment
  - CBV – Capability Based Employee Volunteers – a personnel-based designation to support voluntary identification of capabilities outside scope of an employee's position for EE and NCE requirements
  - CBV Former Employee Volunteer Corps – prepared to support backfill or deployed requirements

Veteran's Hiring Initiative

- Executive Order 13518 signed November 9, 2009 making hiring Veterans a top priority
- Enhance recruitment of and promote employment opportunities for Veterans within the Executive Branch
- Dec 2009 - Established the new DoD Veterans Employment Program Office (VEPO) in CPMS
- Continue to support the Veterans Initiative and DoD's Hiring Heroes Career Fairs

NSPS Transition

- Section 1113, NDAA 2010 signed into law on October 28, 2009, repeals authority for NSPS and provides new authority for personnel flexibilities
  - New performance management system
  - Hiring flexibilities
  - Supervisory training
- Repeal of authority for NSPS requires SecDef to
  - "take all actions which may be necessary to provide,
  - beginning no later than 6 months after the date of enactment of the Act
  - for the orderly termination of NSPS"
  - Complete conversions by not later than January 1, 2012

NSPS Transition, cont.

- Transition issues:
  - No employee will lose pay because of conversion
  - Some employees will receive pay increase
  - Pay retention rules apply if employee's salary is above the highest step of grade
  - General Schedule classification rules apply
  - Within-grade increase rules apply
  - Need for understanding of GS system

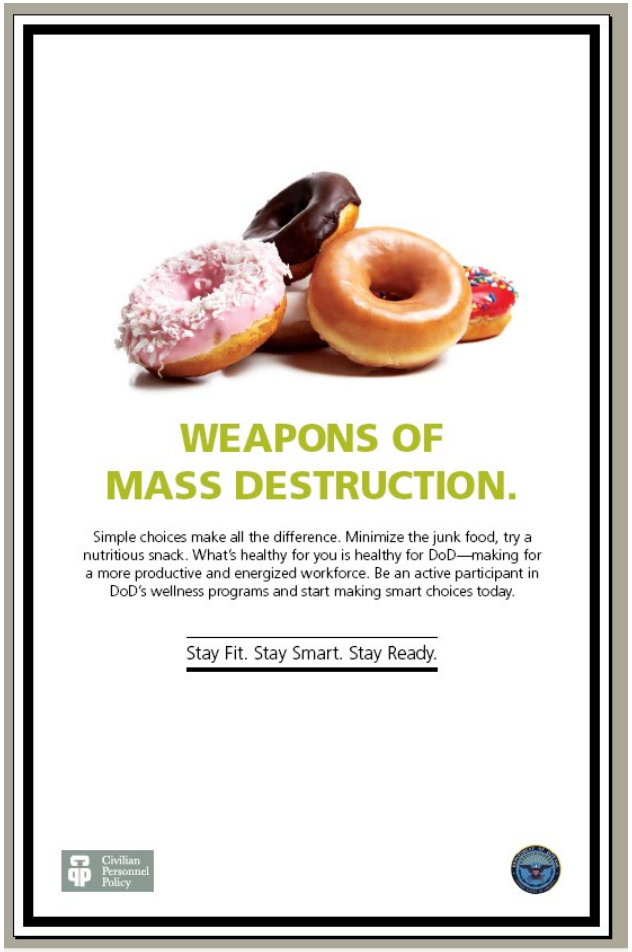
OPM Mandated Initiatives – Hiring Reform

- Addresses government-wide concerns about current process
  - Lengthy timeline
  - Complex and confusing
  - Lack of feedback/notification to job applicants
- Under Hiring Reform
  - Simplified Job Opportunity Announcements (JOAs) written in terms easily understood by any applicant
  - Shared registers for most common grades, jobs, and locations
  - Updated USAJOBS website: http://www.usajobs.gov, more “user-friendly,” easier navigation and smarter searches

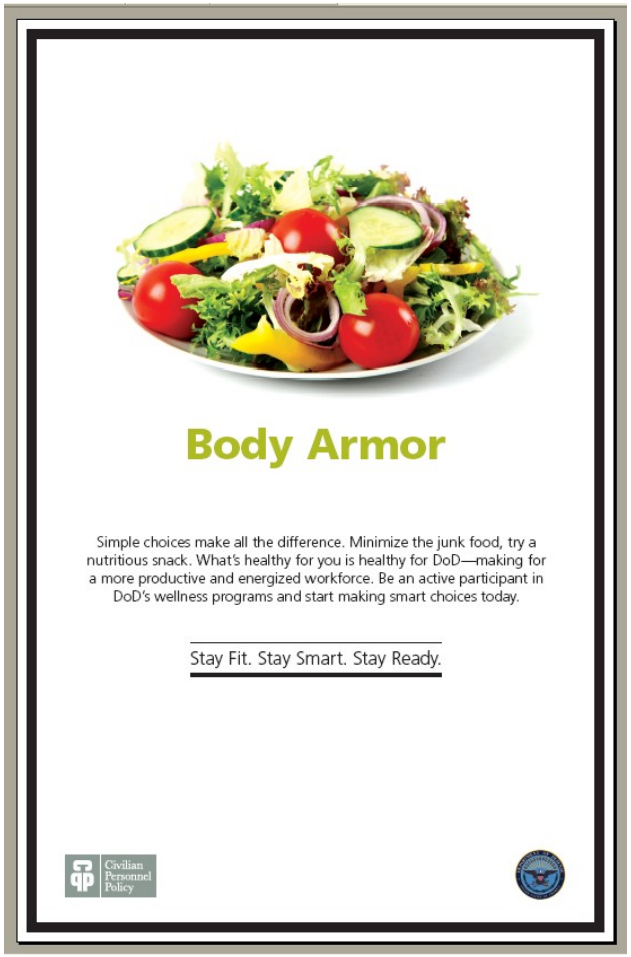
OPM Mandated Initiatives – Employee Wellness

- DoD-wide initiative to improve employee wellness in concert with Office of Management and Budget program objectives
- Multi-pronged approach focused on the pillars of a healthy lifestyle
  - Physical activity
  - Nutrition
  - Healthy choices
  - Prevention
- DoD-wide monthly Wellness Awareness Information Campaign launched January 2010
  - Dedicated to raising civilian employee awareness and commitment to health and wellness
  - Each month, information on health and wellness related topics featured
  - http://www.cpms.osd.mil/WellnessCampaign.aspx

Employee Wellness, cont


WEAPONS OF
MASS DESTRUCTION.
Simple choices make all the difference. Minimize the junk food, try a nutritious snack. What's healthy for you is healthy for DoD—making for a more productive and energized workforce. Be an active participant in DoD's wellness programs and start making smart choices today.
Stay Fit. Stay Smart. Stay Ready.
Civilian Personnel Policy

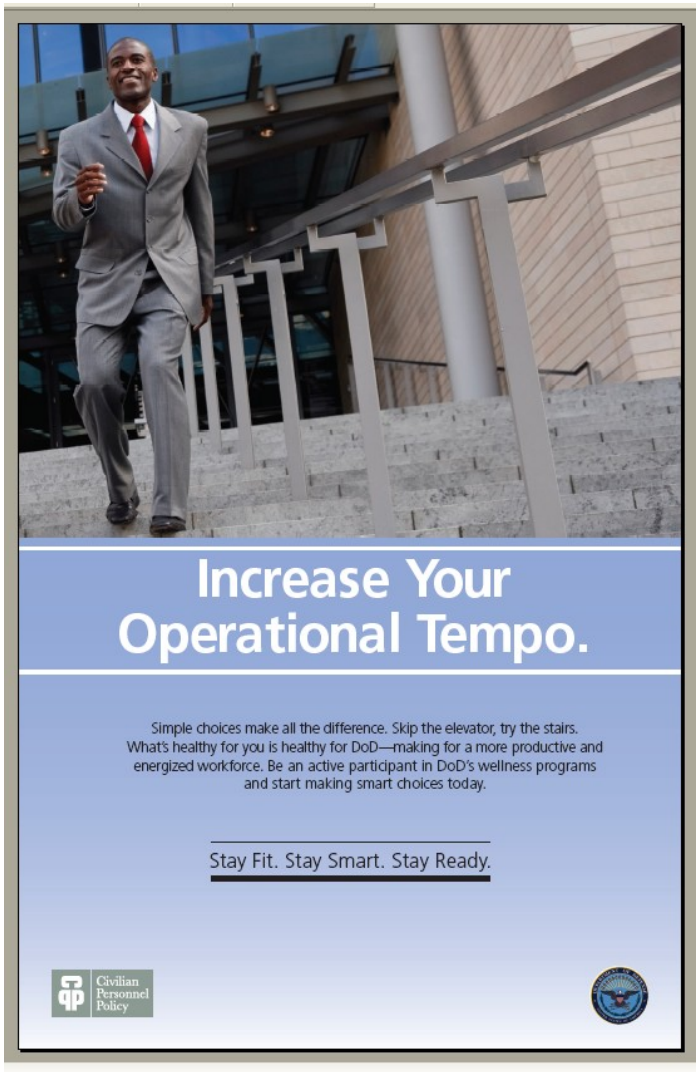
Employee Wellness, cont


Body Armor
Simple choices make all the difference. Minimize the junk food, try a nutritious snack. What's healthy for you is healthy for DoD—making for a more productive and energized workforce. Be an active participant in DoD's wellness programs and start making smart choices today.
Stay Fit. Stay Smart. Stay Ready.
Civilian Personnel Policy

Employee Wellness, cont

Apply Command And Control
To Your Fork, Plate, & Bowl.
Simple choices make all the difference. Hold the pastrami, try the salad.
What's healthy for you is healthy for DoD—making for a more productive and
energized workforce. Be an active participant in DoD's wellness programs
and start making smart choices today.
Stay Fit. Stay Smart. Stay Ready.
Civilian
Personnel
Policy

Employee Wellness, cont


Increase Your Operational Tempo.
Simple choices make all the difference. Skip the elevator, try the stairs. What's healthy for you is healthy for DoD—making for a more productive and energized workforce. Be an active participant in DoD's wellness programs and start making smart choices today.
Stay Fit. Stay Smart. Stay Ready.
Civilian Personnel Policy

OPM Mandated Initiatives – Employee Satisfaction

- DoD-wide initiative to improve overall employee satisfaction and engagement in concert with Office of Management and Budget program objectives
- Emphasis on the drivers of employee engagement and satisfaction
  - Managers/Supervisor Support
  - Open Communication
  - Career Enhancement opportunities
  - Employees valued for contributions
- DoD-wide monthly Satisfaction and Engagement Information Campaign will be launched in March 2010
  - Dedicated to educating managers and supervisors on the drivers of employee satisfaction and engagement
  - Monthly topics will be featured along with a variety of information to assist managers and supervisors
  - Website is currently under development

Implementation of Labor Partnership Strategies (E.O. 13522)

- Executive Order Highlights
  - Creates National Council on Federal Labor-Management Relations (Council)
  - Establishes Council as venue for addressing systemic failures of labor management forums
  - Supports creation of Labor Management Forums at appropriate levels
  - Directs agencies to involve union representatives in identifying problems and proposing solutions
  - Allows union pre-decisional involvement on workplace issues
  - Requires evaluation of progress and improvements resulting from labor management forums

Nonappropriated Fund (NAF) Frame of Reference

- Secretary of Defense has authority for most NAF personnel system functional areas, including white-collar pay, benefits, performance pay, and employee grievances
- Heads of Components have flexibility, within certain parameters, to establish Component-specific NAF HR policies and benefit programs
- CPMS NAF responsibilities:
  - Develop, coordinate, and maintain DoD NAF personnel policy
  - Maintain the DoD NAF Health Benefits Program in collaboration with the Military Departments
  - Provide advisory services to the Military Departments

Major NAF Initiatives

- Implement New NAF NF-6 senior executive performance and pay system
- Implement NAF pay policy changes required by law/regulation/DoD Directive-Type Memorandum
- Update and consolidate NAF-APF portability of benefits policy and incorporate in DoDI 1400.25

NAF NF-6 Performance and Pay System

- SecDef authorized to provide pay parity between APF senior executives (SES) and NAF senior executives (NF-6 payband)
- NF-6 performance and pay policy issued January 29, 2010; implementation under way
- NF-6 performance appraisal system is comparable, but not identical, to SES performance system
  - Same performance elements and weighting requirements
  - SMART-Q framework
  - Same rating levels
  - Similar appraisal process, with Performance Review Board
  - Same maximum pay levels for certified system

NAF NF-6 Performance and Pay System, cont.

- Major differences between NF-6 and SES performance system
  - No tier structure
  - No pay pools
  - Principal Deputy Under Secretary of Defense (Personnel and Readiness) certifies the NF-6 system, not OPM
- Heads of Components submit annual performance plans, ratings and pay increases/bonuses to PDUSD(P&R) for validation
- PDUSD(P&R) validation must be obtained before annual performance pay increases/bonuses may be paid out
- Certification of NF-6 performance system is always contingent upon DoD maintaining OPM certification of DoD SES performance system

NAF Pay Policy Changes

- **NAF post allowance pay policy change**
  - Components have discretion as to whether or not to pay post allowance to NAF employees recruited outside of U.S. (local hires)
  - Head of Component may
    - Prohibit payment of post allowance to all local hires;
    - Require payment of post allowance to all local hires; or
    - Limit payment of post allowance to local hires in certain geographic areas or certain similarly situated groups
  - Same eligibility criteria applies: must be U.S. citizen living in a foreign area and employed in a Regular full-time position
  - Locally hired employees receiving post allowance as of May 5, 2009, are grandfathered into previous policy requiring payment to all local hires

NAF Pay Policy Changes , cont.

- **Phase out of Nonforeign Cost of Living Allowance (COLA) for NAF employees**
  - Components have discretion whether to pay COLA to eligible NAF payband employees in nonforeign areas (Alaska, Hawaii, and U.S. territories and possessions, e.g., Guam and Puerto Rico)
  - If paid, NAF nonforeign COLA may not exceed APF payments
  - Recent law required phase out of APF nonforeign COLA and replacement with locality pay
  - NAF pay does not contain a separate locality pay component; however, NAF paybands provide sufficient flexibility to offset the reduction in COLA with rare exceptions
  - Acting DUSD(CPP) guidance issued March 2, 2010, provides authority to exceed maximum rate of payband if an employee would otherwise lose pay this year

NAF Pay Policy Changes, cont.

- **Payment of Sunday Premium Pay to Part-time Crafts and Trades Employees**
  - Premium pay for NAF Crafts and Trades employees governed by law; OPM issues regulations
  - OPM determined, based on recent court decision, that part-time crafts and trades employees are entitled to Sunday premium pay
  - Expectation of claims going back six years; DoD guidance is forthcoming
- **Payment of Reservist Differential**
  - Recent legislation requires that employees who are on active duty in the uniformed services or National Guard receive a “supplement” to make up for a loss in civilian pay
  - Supplement is paid from same appropriation as employee’s civilian pay
  - OPM will provide implementing regulations

NAF-APF Portability of Benefits Policy

- Update, expand, and consolidate policy and guidance covering employee movement between DoD NAF and APF positions
- Policy and guidance will be published as a Volume in DoDI 1400.25, following coordination with Components
- Update Portability of Benefits Reference Guide available on CPMS website

Joint Basing Personnel Issues

- 12 Joint Base Locations
- Supported Component positions and their incumbents move to the gaining Supporting Component
- Civilian Personnel Human Resources (HR) Supplemental Guidance issued April 21, 2008
- Civilian Personnel HR Implementation Plan issued March 9, 2009
  - Lists required HR related actions
  - Covers NAF to NAF and NAF-APF moves

Joint Basing Personnel Issues, cont

- Approximately 10,000 NAF employees and 5,300 APF employees in Army, Navy (CNIC), and Air Force are at Joint Base locations
- Most affected NAF employees will move from a NAF position to a NAF position (approximately 4,500)
- NAF Civilian HR Supplemental Guidance issued November 14, 2008; provides guidance specific to NAF to NAF moves

Joint Basing Personnel Issues, cont

- Army and Navy use NAF MWR positions funded with APF dollars through Uniform Funding Management (UFM) Authority; Air Force does not
- Components should reach agreement in advance of move as to how employees will be affected by Component differences in use of UFM.
- There are no DoD personnel policy barriers to moving a NAF employee in a position funded by UFM to an APF position
- There are barriers to moving an APF employee to a NAF position: positions encumbered by an APF employee may only be converted to a NAF UFM position if employee consents
- Portability of benefits laws and regulations cover employees who move between NAF and APF

Joint Basing Personnel Lessons Learned

- Prepare
  - Build detailed planning around key milestones
  - Include management, labor, employees, and local officials
- Communicate
  - Use a variety of methods to communicate with the workforce early and often
  - Broadly define audiences and stakeholders
- Collaborate and support
  - Supporting and supported Components must work together continuously
  - Involve all organizations and individuals who will play a role

Joint Basing Personnel Websites

- CPMS website for joint basing APF personnel information: http://www.cpms.osd.mil/care/care_jointbasing.aspx

- CPMS website for joint basing NAF personnel information: http://www.cpms.osd.mil/NAFPPO/nafppo_nafjb1.aspx

QUESTIONS?